

## UTILITIES SERVICE BOARD MEETING

April 5, 2004

UTILITIES SERVICE BOARD MEETINGS ARE RECORDED ELECTRONICALLY OR STENOGRAPHICALLY AND ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE OFFICE OF THE DIRECTOR OF UTILITIES.

Board President Swafford called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held in Conference Room 100B at the Indiana University Research Park at 501 North Morton Street in Bloomington, Indiana.

Board members present: Tom Swafford, Jeff Ehman, Alisa Brown, Dick Eherenman, Tim Henke, Jeff White, and ex-officio member Tim Mayer. Staff members present: Patrick Murphy, Nathan Schulte, Steve Saulter, Steve Drake, Tom Staley, Vickie Renfrow, Jane Fleig, and Brigitte Kiele-Dunsche.

### MINUTES:

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE MINUTES FOR THE MARCH 22, 2004, MEETING AS PRESENTED. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

### CLAIMS:

The following questions were asked by the Board members:

- Explanation of claim nos. 0490620 to Health & Safety Associates and 0490654 to Somerville Acquisitions Inc. - Alisa Brown
- Update report on planning for long range capital improvements projects - Tim Henke
- Explanation of claim no. 0490666 to Security Painting - amount being held in escrow - Tom Swafford

These questions will be researched and an answer will be e-mailed to Board members. Board members were informed that an invoice from Ice Miller in the amount of \$15,000.00 and an invoice from Crowe Chizek in the \$7,500.00 will be presented at the April 19<sup>th</sup> meeting for payment.

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE REGULAR CLAIMS AS FOLLOWS:

CLAIMS 0490591 THROUGH 0490678 INCLUDING \$455,577.79 FROM THE WATER OPERATIONS & MAINTENANCE FUND FOR A TOTAL OF \$455,577.79 FROM THE WATER UTILITY; CLAIMS 0430298 THROUGH 0430362 INCLUDING \$213,681.80 FROM THE WASTEWATER OPERATIONS & MAINTENANCE FUND AND \$2,094.74 FROM

THE WASTEWATER CONSTRUCTION FUND FOR A TOTAL OF \$215,776.54 FROM THE WASTEWATER UTILITY; AND CLAIMS 0470026 THROUGH 0470027 INCLUDING \$2,686.42 FROM THE WASTEWATER/STORMWATER FUND FOR A TOTAL OF \$2,686.42 FROM THE WASTEWATER/STORMWATER UTILITY. TOTAL CLAIMS APPROVED – \$674,040.75.

REPORT ON FIRE EXPENDITURES:

Interim Assistant Director Saulter presented a report on fire-related invoices to date. (A copy of the report is attached to the minutes.) At the present time, there is a remaining balance of \$61,941.48 of the proceeds received from the insurance company. There will be more invoices presented for payment at the April 19<sup>th</sup> USB meeting. Also, Mr. Saulter will present an updated report at the April 19<sup>th</sup> meeting.

LEASE OF OFFICE SPACE AT 501 N. MORTON:

Board members were presented with two documents regarding this matter. (A copy of each document is attached to the minutes.)

Resolution Approving the Execution of the Document by the Utilities Service Board Officers:

WHITE MOVED AND HENKE SECONDED THE MOTION AUTHORIZING UTILITIES SERVICE BOARD OFFICERS TO EXECUTE THE INDENTURE OF LEASE WITH INDIANA UNIVERSITY. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

Indenture of Lease between the Trustees of Indiana University and the Utilities Service Board:

WHITE MOVED AND EHMAN SECONDED THE MOTION APPROVING THE INDENTURE OF LEASE BETWEEN THE TRUSTEES OF INDIANA UNIVERSITY AND THE UTILITIES SERVICE BOARD FOR OFFICE SPACE AT 501 NORTH MORTON (THE INDIANA UNIVERSITY RESEARCH PARK) IN BLOOMINGTON, INDIANA. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

OLD BUSINESS:

Patrick Murphy –

Utilities Director Murphy presented an update on space needs planning for the Utilities Department. It will probably be one year before any changes will be made in office space arrangements. Architect Christine Matheu has been engaged to put together cost estimates. It is hoped that the report will be available by the end of April. At the present, there are three options being considered:

- Remodel the existing building at 1969 South Henderson
- Demolish the building and rebuild at the 1969 South Henderson site

- Acquisition of more acceptable space at 501 North Morton

Utilities Director Murphy reported that House Bill 1293 is not retroactive; therefore, Mr. Murphy advised the Accounting Department to bill the amount in question on the account for the Rolling Ridge Apartments. The amount currently past due should be paid in full.

Steve Sauter –

Interim Assistant Director Sauter presented the following answers to questions raised at the March 22, 2004, Utilities Service Board meeting:

- Board members were presented with spreadsheet indicating what has been paid to date to Ice Miller (A copy of the spreadsheet is attached to the minutes)
- Board members were presented with a wastewater construction fund budget summary for the 1999 funding (A copy of the summary is attached to the minutes)

Vickie Renfrow –

Assistant City Attorney Renfrow stated that Board members questioned at the March 22<sup>nd</sup> meeting if invoices should be paid to Ice Miller and Crowe Chizek after receiving incorrect information about SRF funding. Ms. Renfrow further stated that the incorrect information was not received from either Ice Miller or Crowe Chizek. Ms. Renfrow explained to Board members how the information was received. She urged Board members to approve the invoices for both Ice Miller and Crowe Chizek at the April 19<sup>th</sup> meeting.

NEW BUSINESS:

Tim Henke –

Board member Henke inquired about when the Finance Subcommittee meeting would be scheduled. Utilities Director Murphy reported that members would be contacted in a few weeks to schedule a meeting time to discuss long term planning.

SUBCOMMITTEE REPORTS:

Board President Swafford stated that no subcommittee meetings were held in the last two weeks. Board Secretary Whaley informed Board members that she needed to schedule a meeting of the Administrative Subcommittee to review customer requests.

STAFF REPORTS:

Steve Sauter –

Interim Assistant Director Sauter presented Board members with copies of financial statements. (A copy of each statement is attached to the minutes.)

Patrick Murphy –

Utilities Director Murphy introduced Jane Fleig, who is the new Assistant Engineer, and Brigitte Kiele-Dunsche, who is the new German intern in the Engineering Department. Both employees were welcomed by the Board members.

ADJOURNMENT:

The meeting was adjourned at 5:37 p.m.

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L. Thomas Swafford, President